



TRANSFER OPPORTUNITY FOR CURRENT STATE EMPLOYEES

DEPARTMENT OF INDUSTRIAL RELATIONS - DIVISION OF WORKERS' COMPENSATION

ASSOCIATE GOVERNMENTAL PROGRAM ANALYST HEADQUARTERS

Position: Associate Governmental Program Analyst

Salary: \$ 4111 - 4997

Locations: 1515 Clay Street, Oakland, Ca. 94612

Duties: Under the general direction of the Chief, Programmatic Services (CEA II), the AGPA will be responsible for working with the DIR Budget Office to develop and maintain the Division's budget. This position will coordinate the ongoing fund management of the Workers' Compensation Administration Revolving Fund through constant oversight and monitoring of collections and spending and work cooperative with the SSM I (Supervisory) to develop estimates of funding needs prior to the development of each assessment.

The AGPA will coordinate all budget related activities of the Division and report regularly to the CEA II regarding budget issues and development and maintain monitoring systems to assist the CEA II with internal fiscal decision-making, including updated staffing profiles, Schedule 9 expenditures, and expenditures on major contracts. Work with the DIR Budget Office to develop initial allocation reports and quarterly expenditure projections. Develop DWC's portion of budget drills initiated by the Labor Agency or Department of Finance.

SROA and Surplus Employees will be given first consideration and are encouraged to apply.

Current State employees who are eligible for transfer or list appointment to the above class may apply by sending an application to:

Department of Industrial Relations
Division of Workers' Compensation
P.O. Box 420603
San Francisco, CA 94142-0603
Attention: Venus Smith

Applications accepted until May 15, 2006, or until position filled

Applications will be reviewed and interviews for some or all applicants may be scheduled subsequently.

CALIFORNIA STATE GOVERNMENT - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.